



**Board of Directors Meeting**  
**February 17, 2022 at 10:00 a.m.**  
**Village of Palatine – Meeting Room B**  
**200 E Wood Street Palatine, IL 60067**  
**and Virtual ZOOM Meeting**

## **Board of Directors Meeting Minutes**

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### **A. Call to Order – 10:00am**

### **B. Roll Call/Introductions**

**Zoom:** Elias Koutas, Village of Palatine, President  
Ed Markison, McHenry County, Past President  
Mark Runyon, Village of Oswego, Vice President  
Mark Doerfler, Wauponsee Township, Secretary  
Joe Cronin, Village of Lockport, Region 3  
Vince Kilcullen, Village of Algonquin, Region 3  
Kelly Kerr, Village of Hoffman Estates, Region 4  
Graham Strebler, Village of Rolling Meadows, Region 4  
Cliff Frye, Christian County Highway Dept., Region 6  
Gary Holm, City of Batavia, Region 6  
Dave Clark, City of Champaign, Region 7  
Rob Hancock, City of Troy, Region 8  
Jeremy Heurman, City of Effingham, Region 9  
Brandon Tanner, Johnson County Highway Dept., Region 11  
Barb Stiehl, City of Urbana, Region 11  
Colleen Martoccio, McHenry County, Technology Committee  
Chris Drey, Village of Romeoville, Operations Committee  
Sarah Harbaugh, IPWMAN Executive Assistant

### **C. Approval of Minutes**

- a. Board of Directors Meeting – Thursday, October 19, 2021

*Motion was made by Vince Kilculle to approve the minutes of the Thursday, October 19, 2021*

*Kelly Kerr seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

### **D. Report of Officers**

- a. President's Report

- i. Executive Board

The Executive Board of Directors consists of President, Vice President, Secretary, Treasurer, Immediate Past President, and two members of the Regional Board of Directors selected by the Regional Board of Directors. Currently, Joe Cronin from Lockport and Kelly Kerr from Hoffman Estates are the two directors that are on the

Executive Board. A consensus was taken and unanimously approved to keep Joe Cronin and Kelly Kerr on the Executive Board.

ii. Regional Director's

There is a bit of a shuffle for the Regional Directors. The slate proposed by Elias Koutas is:

Tim Isley, City of Rochelle, Region 2  
Sam Tesreau, City of Rochelle, Region 2  
Joe Cronin, Village of Lockport, Region 3  
Vince Kilcullen, Village of Algonquin, Region 3  
Kelly Kerr, Village of Hoffman Estates, Region 4  
Graham Strebler, Village of Rolling Meadows, Region 4  
Cliff Frye, Christian County Highway Dept., Region 6  
Gary Holm, City of Batavia, Region 6  
Roger Cruse, Newcomb Township, Region 7  
Dave Clark, City of Champaign, Region 7  
Dan Bowman, City of O'Fallon, Region 8  
Rob Hancock, City of Troy, Region 8  
Jeremy Heuerman, City of Effingham, Region 9  
Toby Rinehart, City of Flora, Region 9  
Barb Stiehl, City of Urbana, Region 11  
Brandon Tanner, Johnson County Highway Dept., Region 11

***Motion was made by Vince Kilcullen to accept the adjusted Regional Director listing.***

***Ed Markison seconded the motion.***

***Voice vote was taken. Motion passed unanimously.***

Brandon Tanner, Barb Stiehl and Graham Strebler were sworn into their Regional Director offices.

iii. MABAS (Mutual Aid Box Alarm System) Meeting

Joe Cronin, Mark Doerfler and Elias Koutas met with MABAS officials to create a better relationship by connecting more with MABAS to share resources and knowledge. It was discussed to work together on some training. MABAS has a lot of training that IPWMAN would be able to benefit from. MABAS is also helping IPWMAN with the Rapid Tag system.

iv. ITTF (Illinois Terrorism Task Force) Full Membership & Critical Infrastructure

Elias Koutas, Mark Runyon & Mark Doerfler are the new IPWMAN representatives. Mark Doerfler could potentially take over Vydas Juskelis's position as Co-Chair when Vydas retires.

b. Vice President Report

i. Pop-up Banners

Mark Runyon researched updating our pop-up banners and replacing two that have been misplaced.

***Motion was made by Gary Holm to approve the purchase of two new pop-up banners for \$199 each plus tax.***

***Ed Markison seconded the motion.***

***Voice vote was taken. Motion passed unanimously.***

- c. Treasurer's Report – Aaron Howe was not present at the meeting.
  - i. Dues – Executive Assistant – There are 27, 2022 annual dues invoices outstanding. Those invoices were mailed out on February 28<sup>th</sup>.
- d. Secretary's Report – Mark Doerfler
  - i. New Membership – Nine agencies have joined IPWMAN since our last meeting in October. (Fulton Township, Olio Township, Mississippi Township, Village of Lisle, Johnson County, Mississippi Township, Village of Smithton, Yellowhead Township, Palestine Township and the Village of Carpentersville).
  - ii. Relationships with:
    - 1. Verizon  
Mark Doerfler met Danielle Burgess from Verizon. Danielle is part of Verizon's Disaster Response Team. That team would respond to disasters and set up, portable cell phone towers to make things happen much faster and the first responders are the only ones on that particular network.
    - 2. Illinois Central Management Services (CMS) – Federal and State Surplus  
Because IPWMAN is a 501(c)3, which qualifies IPWMAN to join the General Services Administration (GSA) surplus property program. It's all federal property that comes mostly from military bases, or any other federal organization, that would essentially be available on the web. Participating agencies then go out and bid on the property they want/need. The bid process is the agency's justification. If you need it more than the other agency, then you get it. There is everything on the website from pallets of garbage bags, barber chairs to fuel trucks, and semi-trucks, etc. Any asset IPWMAN acquires through this program would need to be tracked and reported to IL CMS for 18 months. After that IPWMAN can do whatever it wants with the asset, including selling it for a profit.
    - 3. IDOT T2 (Illinois Department of Transportation Technology Transfer Program)  
Mark Doerfler spoke with Barry Kent about the IPWMAN conference and potential training programs IDOT T2 could present. Barry said that IDOT T2 has a lot of money that they disperse each year, and they would be willing to donate three to five thousand dollars to help cover the cost of IDOT employees attending the conference.

iii. Radio Distribution List

Mark Doerfler presented that the radios have been fixed between MABAS and ILEAS (Illinois Law Enforcement Alarm System). Mark has the radios and is in the process of distributing them. Each executive board member will have a radio along with the operations chair and the two SEOC (State Emergency Operations Center) representatives. Currently we have seven duty officers who will each get a radio, so that leaves IPWMAN with one spare radio. Mark Doerfler will develop a system to track who has these radios.

iv. Operations Plan Redo Update

Mark Doerfler, Chris Drey, Vince Kilcullen, Joe Cronin and Gary Holm have all started reviewing the Operations Plan to better reflect how IPWMAN operations are actually working versus the more conceptual plan that is currently in the manual.

- v. Volunteer – On the Sterling Township membership application, Kurt Glazier indicated he was interested in getting involved on an IPWMAN committee.

## **E. Report of Standing Committees**

a. Operations Committee – Chris Drey

Shout out to McHenry County for helping Richmond with some snow plowing. Luke Fisher, and Ryan Anderson are two new Duty Officers.

b. Management Committee – Kelly Kerr – Kelly is still working on reviewing the by-laws.

c. Membership Committee – OPEN

d. Finance Committee – Aaron Howe – Not present.

e. Training Committee – OPEN

f. Social Media Committee – Jeff Ruth – Not present

g. Technology Committee – Colleen Martoccio – Nothing to report.

h. Nominating Committee – Barb Stiehl/OPEN – Region 4 and Region 11 will be up for election this year.

i. Trailer Committee – Vince Kilcullen

The trailer committee spent about \$650 for the trailer build out and it is pretty much finished. Vince is going to go through all the supplies that are in the two trailers. Vince has his sign guys making some signs and some labels for all the totes that are on both trailers. Both trailers are pretty much completely set IPWMAN may need to buy some office supplies. Vince is buying locks so that both trailers have the same key lock. Hopefully by the end of next week the trailers will be completely wrapped up and the second trailer can be towed down state wherever IPWMAN wants to store it.

IPWMAN has two trailers and a MEOC (Mobile Emergency Operations Center). The two trailers we're building out right now are just response trailers, so they have barricades, detour

signs, garbage cans, shovels, a bunch of hand tools, a saw and anything you'd need like a last-minute generator. They also have a little office complete with a printer, extension cords, office supplies, etc. in case the municipality you go to does not have a spare office to work from. The two trailers are set up the same. The shelves are the same, the layout is the same and they have all the same resources in the trailer.

j. Marketing Committee – Barb Stiehl –

IPWMAN is reaching out to additional marketing companies to make sure we are getting the most value for our money. One thing we want to do is revamp the website. Elias is looking for more people to join the marketing committee to come up with a marketing plan for IPWMAN.

k. Conference Committee – Mark Doerfler

The conference is October 25 -26, 2022. Waffle House is going to fly their vice president of food safety to our conference free of charge to us and do a presentation on the Waffle House index and how they can get themselves back up and running immediately following a hurricane so quickly. IPWMAN will be partnering with IDOT this year. IPWMAN needs to make sure we don't get too many IDOT folks because we would then be paying for them to attend our conference above the free printing, they do for us for the conference.

The first day will have the Waffle House as a keynote speaker. We will come up with another presentation for that day whether it is an IPWMAN 101 again or something similar. IPWMAN is inviting the IDOT Secretary of Transportation, who Gene Felchner seems to think that we might have good luck getting this year, to speak. IPWMAN is also going to reach out to the IEMA (Illinois Emergency Management Agency) director and see if she will come and do a presentation well. We will have the washer's tournament again.

Day two will then have breakfast in the morning along with our annual meeting and election certification. Then we will have five different tracks of breakout sessions. One track will be emergency management. Another track will be forestry. IAA will come up with those presentations. There will be a fleet track. Mark Doerfler and Mark Runyon have reached out to a couple different people for presentations in this track. If anybody else has ideas, please share them with Mark Doerfler. There will be a track that's ITT funded. Hopefully we can only get one or two cyber classes, then maybe we can get somebody to come in and do some snow and ice type presentations. The last track is IDOT oriented and IDOT is going to set up all the speakers and presentations. There will be four sessions within each track. The times will be 8:00am, 1030am, 11:45am and 1:00pm, and then there will be a box lunch to stay or go just like we've done in the past.

IPWMAN will host the first 100 hotel rooms again this year. There will be more discussion on whether we want to have a give-a-way also.

## **A. Old Business**

1. ITTF Full Membership & Critical Infrastructure– Koutas, Runyon & Doerfler

a. Regional IEMA Director Meetings – All

Elias requested that the Regional Directors attend their regions meetings.

b. IPWMAN Capital Plan – Koutas

Elias would like to have a committee to come up with a plan on budgeting for capital expenditures.

**B. New Business**

a. Apparel Vendor

There were two vendors that replied to our RFP. After discussing the two vendors it was decided to go with the Vendor that Oswego uses.

*Motion was made by Vince Kilcullen to proceed with Imagination Print & Design to develop an apparel store for our website.*

*Joe Cronin seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

**C. Next Meeting Date and Location**

- a. Next Board of Directors Meeting Thursday May 5, 2022 @ 10:00 a.m., in Peoria, IL

**D. Adjournment**

*Motion was made by Vince Kilcullen to adjourn the meeting at 11:41.*

*Ed Markison seconded the motion.*

*Voice vote was taken. Motion passed unanimously.*

*February 17, 2022, Meeting Minutes*

***BOARD PRESIDENT APPROVAL***

*Signature & Date* \_\_\_\_\_

***BOARD SECRETARY APPROVAL***

*Signature & Date* \_\_\_\_\_